# Internal Quality Assurance Cell (IQAC)

# Submission of Annual Quality Assurance Report (AQAR)

 *(Revised in October 2013)*

**Year 2015-16**



**SARASWATI MANDIR NIGHT COLLEGE OF COMMERCE & ARTS**
*1359, Shukrawar Peth, Natu Baug, Bajirao Road, Pune - 411002*

# The Annual Quality Assurance Report (AQAR) of the IQAC - 2015-16

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

**1. Details of the Institution**

 Saraswati Mandir Night College of Commerce and Arts.

1.1 Name of the Institution

1359, Shukrawar peth,

 1.2 Address Line 1

Bajirao road, Natubaug.

 Address Line 2

Pune

 City/Town

Maharashtra

 State

411002

 Pin Code

smncca@rediffmail.com

 Institution e-mail address

020-24433018 / 020-24486693

 Contact Nos.

Shri. Shriram Yeshwant Deshmukh

 Name of the Head of the Institution:

020-24433018

 Tel. No. with STD Code:

+91 9403663272

 Mobile:

Name of the IQAC Co-ordinator:

Smt. Manjusha Sudam Joshi

+91 8806266402

Mobile:

smncca@rediffmail.com

 IQAC e-mail address:

nK-6&p4HQ

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

1.4 **NAAC Executive Committee No. & Date:**

dt.16/02/2004

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom*

*of your institution’s Accreditation Certificate)*

www.smnightcollege.org

1.5 Website address:

http://www.smnightcollege.org/AQAR15-16.doc

 Web-link of the AQAR:

     For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | C+ | 62.00 | 2004 | 5 years |
| 2 | 2nd Cycle | -- | -- | -- | -- |
| 3 | 3rd Cycle | -- | -- | -- | -- |
| 4 | 4th Cycle | -- | -- | -- | -- |

01/12/2005

1.7 Date of Establishment of IQAC : DD/MM/YYYY

2015-16

**1.8 AQAR for the year *(for example 2010-11)***

1.9 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and       Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

1. AQAR 2009-10 *submitted to NAAC* on 18/12/2013
2. AQAR 2010-11 *submitted to NAAC* on 18/12/2013
3. AQAR 2011-12 *submitted to NAAC* on 18/12/2013
4. AQAR 2012-13 *submitted to NAAC* on 19/12/2013
5. AQAR 2013-14 *submitted to NAAC* on 02/11/2015
6. AQAR 2014-15 *submitted to NAAC* on 02/11/2015

1.10 Institutional Status

√

 University State Central Deemed Private

√

Affiliated College Yes No

Constituent College Yes No

√

 Autonomous college of UGC Yes No

√

√

 Regulatory Agency approved Institution Yes No

 (eg. AICTE, BCI, MCI, PCI, NCI)

√

 Type of Institution Co-education Men Women

√

 Urban Rural Tribal

 Financial Status Grant-in-aid UGC 2(f) UGC 12(B)

 Grant-in-aid + Self Financing Totally Self-financing

√

1.11 Type of Faculty/Programme

√

 Arts Science Commerce Law PEI (Phys Edu)

√

TEI (Edu) Engineering Health Science Management

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Others (Specify)

1.12 Name of the Affiliating University *(for the Colleges)*

Savitribai Phule Pune University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

--

 Autonomy by State/Central Govt. / University

--

--

 University with Potential for Excellence UGC-CPE

--

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 DST Star Scheme UGC-CE

--

--

 UGC-Special Assistance Programme DST-FIST

--

 UGC-Innovative PG programmes Any other (*Specify*)

--

 UGC-COP Programmes

--

 **2. IQAC Composition and Activities**

04

2.1 No. of Teachers

 02

2.2 No. of Administrative/Technical staff

00

2.3 No. of students

2.4 No. of Management representatives

00

 02

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

01

 community representatives

00

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

2.9 Total No. of members

02

09

2.10 No. of IQAC meetings held

02

02

2.11 No. of meetings with various stakeholders: No. Faculty

02

00

00

 Non-Teaching Staff Students Alumni Others

The IQAC is consisting of both teaching and non teaching staff, with two other representatives, having a small unit, hence the institute does not conduct separate meetings of other stakeholders.

√

2.12 Has IQAC received any funding from UGC during the year? Yes No

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 If yes, mention the amount

2.13Seminars and Conferences (only quality related)

 (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

20

11

00

00

333000

 Total Nos. International National State Institution Level

* Workshop on poetry
* Personality development workshop for girl students.
* Workshop on Thoughts of Dr. B.R. Ambedkar.

 (ii) Themes

2.14 Significant Activities and contributions made by IQAC

* The IQAC with the help of Local managing committee of the Saraswati Mandir Sanstha, assures that the day to day functioning of the institution should run smoothly. Planning and implementation of various quality improvement activities, it’s monitoring, and supervision is done by the IQAC. Academic calendar and yearly teaching plans were maintained.

2.15 Plan of Action by IQAC/Outcome

 The plan of action chalked out by the IQAC in the beginning of the year towards quality

 Enhancement and the outcome achieved by the end of the year \*

|  |  |
| --- | --- |
| Plan of Action | Achievements |
| * To complete the procedure of acquiring the recognition of 2 (f) and 12(B) from UGC.
* To try to sanction maximum number of seminars and conferences under quality improvement scheme of the university.
* To try to generate energy supply through the non traditional energy generation sources like the solar panel system
 | * The institute received its 2 (f) and 12 (B) recognition on 15/01/2016.
* The Savitribai Phule Pune University has sanctioned 03 proposals for the seminars and workshops.
* In process.
 |

 *\* Attach the Academic Calendar of the year as Annexure.*

**S. M. Sanstha’s**

**Saraswati Mandir Night College of Com. & Arts**

**1359, Shukrawar Peth, Bajirao Road, Pune.**

**Ph. No. 020 - 24433018**

**Academic Year 2015-16**

**Academic Planning of the Year**

****

##### **First Term 15.06.2015 - 21.10.2015**

**Second Term 19.11.2015 - 30.04.2016**

 **Prof. Shriram Deshmukh    Dr. Ramesh Awalgaonkar**

**Academic Planning Committee, Co ordinator NAAC Principal**

## Monthly Planning

**\*June 2015\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Printing of Admission form, challans, Prospects \* Admission Committee meeting \* Sale of Forms for F. Y. B. Com/B.A\* Interviews of CHB Teachers |
| **Second week** | \* Declaration of Result of F. Y. B.A/B.Com\* Sale of Forms for F. Y. B. Com/B.A\* Admission of F. Y. B. Com /B.A |
| **Third week**  | \* First Term Starts from 15th June 2015\* Sale of Forms for S. Y. B. A |
| **Fourth week**  | \* Remedial Classes for F.Y. B. A & B. Com. \* Admission of F.Y/S.Y. B.A/B.Com \* Declaration of Result of B.Com/ B.A\* Preparation of Annual Report of the Year 2014-15  |
| **Fifth week**  | \* Preparation of Time table for 2015–16\* Admission of F.Y/S.Y. B.A/B.Com\* Beginning of Classes to F.Y.B.A & B.Com \* Annual Planning of Syllabus \* Remedial Classes for F.Y/S.Y B. Com/B.A |

**\*July 2015\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Beginning of Classes to S.Y.B.A & B.Com \* Admission of F.Y/S.Y/T.Y. B.A/B.Com/M.Com/M.A\* Allotment of Various Committee\* Regular Teaching of F.Y./S.Y. B.A & B.Com |
| **Second week** | \* Regular Teaching\* Meeting of Exam Committee\* Meeting of Vangamay Mandal\* Meeting of Syllabus Planning & Students Attendance    Committee \* Collection of Annual Syllabus /Teaching Plans\* Allotment of Various Committee \* Admission of F.Y/S.Y/T.Y. B.A/B.Com/M.Com/M.A\* Poser Presentation– Department of Marathi \* Submission of Students Welfare Scheme Proposal to   University  |
| **Third week** | \* Regular Teaching\* Submission of Keshavsut Karndak Proposal\* Counseling Committee Meeting\* Principal Meeting with Staff\* Principal’s Address to F.Y.B.A/Com\* Study Tour of English Dept.\* Meeting of College Magazin Committee \* Meeting of NAAC Committee \* Filling of Re-exam forms \* Admission of F.Y/S.Y/T.Y. B.A/B.Com/M.Com/M.A |
| Fourth week | \* Regular Teaching\* Meeting of Book Selection Committee\* Meeting of Alumni, Reservation & Record Committee\* Inauguration Ceremony of Commerce Circle\* Cultural Program of “Guru Pournima” \* Sport Guidance \* Filling of Re-exam forms \* Admission of S.Y/T.Y. B.A/B.Com/M.Com/M.A |
| **Fifth week**  | \* Regular Teaching\* Meeting of cfg%’kky f’k{k.k eaMG\* Display a notice of Discipline Committee \* Anti Ragging Committee Meeting \* Filling of Re-exam forms\* Meeting of Quality Improvement Committee\* Meeting of izkS< fujarj o KkufoLrkj  |

**\* August 2015 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching\* Filling of Re-exam forms \* Inauguration Ceremony of Vangamay Mandal\* To Conduct Earn & Learn Scheme in College\* Distribution of Various Forms – Like EBC,BC  Scholarships tc.\* Beginning of M.Com/M.A Classes. |
| **Second week** | \* Regular Teaching\* Distribution of Practical Notebooks\* Submission of October Exam Forms & Term End   Exam form - Repeaters\* Staff Academy Lecture \* Study Tour \* Filling of Re-exam forms  |
| **Third week** | \* Regular Teaching\* Cultural Program – Independence Day \* Counseling Committee Meeting \* Medical Checkup of F.Y.B.Com/B.A Students \* Poser Presentation–Costing & Psychology Department\* Submission of Proposal various scheme to Uni. Ckfg%’kky |
| **Fourth week** | \* Regular Teaching\* Proposals Submission of Various Programs to be    taken by izkS< fujarj f’k{k.k o KkufoLrkj foHkkx] iq.ks fo|kihB of    Pune University \* Submission of Proposals of Seminars & Purchase of    Equipments to University \* Medical Checkup of F.Y.B.Com/B.A Students \* Inauguration of Cultural Committee\* Lecture on Carrier Guidance \* Meeting of Sports Committee  |
| **Fifth week** | \* Regular Teaching \* Meeting of College Magazin Committee \* NAAC Committee Meeting \* Cultural Program –Raksha Bandhan\* Cultural Committee Meeting for Teacher’s Day\* Exam Committee Meeting for Reterm &Term End Exam  |

**\* September 2015\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching\* Programme of Teacher’s Day \* Meeting of Sports Committee\* Meeting of Vangamay Mandal |
| **Second week** | \* Regular Teaching \* Staff Academy Lecture \* Lecture on Business Guidance \* Poster Presentation Commerce Circle \* Photo Collection for Students Council  |
| **Third week** | \* Regular Teaching\* Poster Presented by CPA &Banking Dept. \* Counseling Committee Meeting \* Re-term Exam  |
| **Fourth week** | \* Regular Teaching\* Lecture on Counseling for Students \* Debate Competition \* Lecture on Yoga \* Guest Lecture of English Dept. \* Re-Term Exam \* Meeting of College Magazin Committee  |
| **Fifth week**  | \* Regular Teaching\* Exam Committee Meeting for Term end Exam \* Paper Assessment of Re-Term exam  |

**\* October 2015 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching\* Lecture on Environment\* Lecture on Counseling for Students \* Anti Ragging Committee Meeting \* Syllabus Planning Committee Meeting  |
| **Second week** | \* Regular Teaching\* Lecture on Counseling for Students \* Organization of Workshop of personal Development \* Report Submission of Syllabus Completion\* Report Submission of Students Attendance \* University Oct. Exam  |
| **Third week** | \* Regular Teaching.\* Counseling Committee Meeting\* Cultural Program of Bhondala & Dandiya \* Poster Presented by M. Law & English Dept. \* University Oct. Exam\* Principal Meeting with Staff |
| **Fourth week** | \* Mid Term Exam of M.Com/M.A\* Deepawali Vacation Period |
| **Fifth Week** | \* Mid Term Exam of M.Com/M.A Students\* Deepawali Vacation Period |

**\* November 2015\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Deepawali Vacation Period |
| **Second week**  | \* Deepawali Vacation Period |
| **Third week** | \* Commencement of 2nd Term of the Academic    Year 2015 – 16 / 19th Nov. 2015 \* Term End Exam \* University Exam M.A\* Poster Presented by Economics Dept |
| **Forth week** | \* Term End Exam \* University Exam M.A\* Meeting of Keshavsut Karandak Committee\* Principal Meeting with Staff \* Meeting of College Magazin Committee  |

**\* December 2015 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching.\* Paper Assessment of Term End Exam\* Meeting of College Magazin Committee \* Program of personal Development & Interview Skill \* Lectures of Sp Guidance Scheme\* Cultural Committee Meeting regarding    College Gathering |
| **Second week** | \* Regular Teaching.\* Staff Academy Lecture \* Vanijya Saptah\* izkS< fujarj o KkufoLrkj lferh lHkk\* Lectures of Sp Guidance Scheme\* Lecture Series of cfg%’kky f’k{k.k eaMG\* Meeting of Quality Improvement Committee |
| **Third week** | \* Regular Teaching \* Counseling Committee Meeting\* Lectures of Special Guidance Scheme\* Vangamay Mandal Committee Meeting \* Book Selection Committee Meeting \* Poster Presentation by Maths & Geog. Dept. \* Meeting of Alumni, Reservation & Record Committee\* Organization of Sport & other competition on    occasion of college Gathering  |
| **Fourth week**  | \* Regular Teaching \* Study Tour \* Annual Prize Distribution Programs \* Gathering & Refreshment \* Lectures of Special Guidance Scheme \* Filling of March Exam Forms  |
| **Fifth Week** | \* Regular Teaching\* Filling of March Exam Forms \* Lectures of Special Guidance Scheme \* Meeting of College Magazin Committee \* Declaration of Term End Exam Result  |

**\* January 2016 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching\* Filling of March Exam Forms \* Lectures of Special Guidance Scheme \* Meeting of Keshavsut Karandak Committee  |
| **Second week** | \* Regular Teaching \* Filling of March Exam Forms \* Lectures of Special Guidance Scheme\* Lectures of Business Guidance \* Program of personal Development & Interview    Skill \* Purchase of Equipments \* Program of Makar Sankrant \* Program of okM-e; eaMG |
| **Third week** | \* Regular Teaching\* Lectures of Special Guidance Scheme \* Program of Youth Festival ;qod egksRlo\* Poster Presented by Computer & A/C. Dept. \* Counseling Committee Meeting\* izkS< fujarj o KkufoLrkj lferh dk;Zdze |
| **Fourth week** | \* Regular Teaching\* Lectures of Special Guidance Scheme \* Meeting of Anti Ragging Committee\* Staff Academy Lecture \* Keshavsut Karandak Competition  |
| **Fifth week** | \* Regular Teaching \* Lectures of Special Guidance Scheme \* NAAC Committee Meeting \* Meeting of College Magazin Committee\* Meeting of Cultural Committee  |

**\*February 2016\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching \* Meeting of Admission Committee \* Information Collection for Report of 2015-16 |
| **Second week**  | \* Regular Teaching \* izkS< fujarj o KkufoLrkj lferh dk;Zdze\* Program of Aarogya Probodhan      |
| **Third week** | \* Regular Teaching\* Counseling Committee Meeting\* Poster Presented by Politics & History Dept.  |
| **Fourth week** | \* Regular Teaching \* Program of Aarogya Probodhan     \* Meeting of College Magazin Committee \* Lectures on Research Methodology  |

**\* March 2016 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching \* Meeting of Admission Committee \* Exam Committee Meeting – Practical Exam \* Essay Competition for ladies Student. \* Photo collection of Success Students & Devotional        teachers  |
|  **Second week** | \* Regular Teaching \* Completion of Syllabus F.Y.B.Com & B.A\* Submission of Projects of T.Y.B.A Economics\* Submission of Syllabus Compilation (F.Y.Com & B.A)  |
| **Third week**  | \* Syllabus Planning Committee Meeting \* Submission of Annual reports of Various    Committees for Magazine \* Preparation of annual report for Submission to    University \* Practical Examination of S.Y/T.Y.B.Com\* Annual Exam of F.Y.B.Com/ B.A\* Report Submission of Student Attendance of F.Y.B.A/Com  |
| **Fourth week** | \* Accounts Report Submission to University (izkS< fujarj    o KkufoLrkj ;kstuk) \* Accounts Report Submission to University of    Quality Improvement scheme \* Annual Exam of F.Y.B.Com/ B.A\* Printing of College Magazine \* Farewell function for T.Y.B.A & B. Com Students  |
| **Fifth week** | \* University Exam\* Submission of Annual reports of Various Committees\* Report Submission of Student Attendance of    S.Y./T.Y.B.A/Com |

**\* April 2016 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Annual Exam of S.Y/T.Y. B.Com\* Library Stock Taking |
| **Second week**  | \* Annual Exam S.Y / T. Y. B. Com/B.A \* Printing of Prospectus & Various forms,    Challans etc. \* Assessment of F.Y.B.Com/B.A Answer Books |
| **Third week**  | \* Annual Exam S.Y / T. Y. B.A |
| **Fourth week**  | \* Principal Meeting with Staff \* Annual Exam S.Y./T. Y. B. A\* Last working day meeting of 30th April 2016 |
| **Fifth week** | \* Annual Exam S.Y/T.Y.B.A \* Exam Committee Meeting |

**\*May 2016\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | --------- |
| **Second week** | \* Annual Exam M.A  |
| **Third week** | \* Annual Exam M.Com |
| **Fourth week**  | \* LMC Meeting  |
| **Fifth week**  | \* Exam Committee Meeting \* Declaration of Results of F.Y.B.Com/ B.A  |

**egkfo|ky;kph LFkkfud O;oLFkkiu lferh**

**’kS{kf.kd o 2014&15 rs 2016&2017**

1. ek- vWM~- fo- fo- vkacsdj v/;{k
2. ek- Jh v’kksdjko epZaV lnL;]
3. ek- Jh- fodkl dkdrdj lnL;]
4. ek- Jh- fnyhi cksfdy lnL;]
5. ek- izk- Jhjke ns’keq[k f’k{kd izfrfu/kh
6. ek- izk- fou; cksMl f’k{kd izfrfu/kh
7. ek- izk- ';kejko dkacGs f’k{kd izfrfu/kh
8. ek- Jh- iz’kkar ekyiqjs f’k{kdsÙkj izfrfu/kh
9. ek- MkW- jes’k vkoyxkodj lfpo

2.15 Whether the AQAR was placed in statutory body Yes No

√

√

Management Syndicate Any other body

 Provide the details of the action taken

Approved with minor corrections.

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD | -- | -- | -- | -- |
| PG | 02 | -- | 02 | -- |
| UG | 02 | -- | 01 | -- |
| PG Diploma | -- | -- | -- | -- |
| Advanced Diploma | -- | -- | -- | -- |
| Diploma | -- | -- | -- | -- |
| Certificate | 01 | -- | 01 | -- |
| Others | -- | -- | -- | -- |
| **Total** | 05 | -- | 04 | -- |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary | -- | -- | -- | -- |
| Innovative | -- | -- | -- | -- |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

 (ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | 02 |  |       |       |
| Trimester | 00 |
| Annual | 02 |

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1.3 Feedback from stakeholders\* Alumni Parents Employers Students

 ***(On all aspects)***

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 Mode of feedback : Online Manual Co-operating schools (for PEI)

***\*Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Since the institution is not autonomous, it does not have the freedom to make its own syllabi. We follow the syllabi prepared by the respective board of studies of the affiliated university.

Since the institution is not autonomous, it does not have the freedom to make its own syllabi. We follow the syllabi prepared by the respective board of studies of the affiliated university.

1.5 Any new Department/Centre introduced during the year. If yes, give details. :- Nil

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 12 | 09 | 02 | 01 | 00 |

2.1 Total No. of permanent faculty

03

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asst. Professors | Associate Professors | Professors | Others | Total |
| R | V | R | V | R | V | R | V | R | V |
| -- | 01 | -- | -- | --- | --- | --- | --- | --- | 01 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

00

00

11

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | 03  | 13  | 10 |
| Presented papers | 03 | 10 | 05 |
| Resource Persons | 00 | 00 | 00 |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

* The Institutes Mission is ‘To spread the light of education by night’. The institute has developed and adopted its own ‘one to one’ interactive teaching method for its students. By considering every problem of the student it tries to provide best at its every level.
* Guest lectures were arranged on various topics.
* Field visits were arranged.
* Home assignments and class tests were organized after the completion of topics in the syllabus.

2.7 Total No. of actual teaching days

194

 during this academic year

2.8 Examination/ Evaluation Reforms initiated by

 the Institution (for example: Open Book Examination, Bar Coding,

 Double Valuation, Photocopy, Online Multiple Choice Questions)

* Being affiliated college the institution has to follow the rules and regulations made by the university. From this year the SPPU has started the online delivery of the question papers. The institution has adopted the system by making necessary changes accordingly.

2.9 No. of faculty members involved in curriculum

 restructuring/revision/syllabus development

 as member of Board of Study/Faculty/Curriculum Development workshop

* This year 01 faculty was involved in the curriculum restructuring of Amity University, Mumbai.

80%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise

 Distribution of pass percentage:

|  |  |  |
| --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division |
| Distinction  | 1st class | Higher 2nd class | 2nd class | Pass class |
| B.A. | 33 | 01 % | 04 % | 02 % | 02 % | 00 % |
| M.A.  | 06 | 04 % | 02 % | 00 % | 00 % | 00 % |
| B.Com. | 72 | 00 % | 07 % | 06 % | 14 % | 05 % |
| M.Com. | 19 | 03 % | 06 % | 01 % | 00 % | 00 % |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

* The IQAC with the help of various committees in the institution contributes in the teaching and learning process.

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| Refresher courses | 00 |
| UGC – Faculty Improvement Programme | 00 |
| HRD programmes | 00 |
| Orientation programmes | 01 |
| Faculty exchange programme | 00 |
| Staff training conducted by the university | 00 |
| Staff training conducted by other institutions | 00 |
| Summer / Winter schools, Workshops, etc. | 00 |
| Others | 00 |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 04 | 06 | 00 | 03 |
| Technical Staff | 00 | 00 | 00 | 00 |

**Criterion – III**

**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

* The IQAC, quality improvement committee and the research committee in the college jointly work for the promotion of the research climate in the institution. Faculty members are encouraged to prepare and send the research proposal to the university, to participate in various conferences, workshops, seminars, symposiums. The management and IQAC have successfully received its 2(f) and 12 (B) recognition by the UGC from this year.

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 00 | 00 | 00 | 00 |
| Outlay in Rs. Lakhs | 00 | 00 | 00 | 00 |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 00 | 01 | 00 | 00 |
| Outlay in Rs. Lakhs | 00 | 00 | 150000 | 00 |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 00 | 00 | 00 |
| Non-Peer Review Journals | 00 | 00 | 01 |
| e-Journals | 00 | 00 | 00 |
| Conference proceedings | 03 | 10 | 05 |

3.5 Details on Impact factor of publications:

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 Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | DurationYear | Name of thefunding Agency | Total grantsanctioned | Received |
| Major projects | 00 | 00 | 00 | 00 |
| Minor Projects | 00 | 00 | 00 | 00 |
| Interdisciplinary Projects | 00 | 00 | 00 | 00 |
| Industry sponsored | 00 | 00 | 00 | 00 |
| Projects sponsored by the University/ College | 02 | BCUD, S.P.P.U.  | 1,50,000/- | 00 |
| Students research projects*(other than compulsory by the University)* | 00 | 00 | 00 | 00 |
| Any other(Specify) | 00 | 00 | 00 | 00 |
| Total | 02 | 01 | 1,50,000/- | 00 |

3.7 No. of books published i) With ISBN No. NIL Chapters in Edited Books

00

01

00

 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : N.A.

 UGC-SAP CAS DST-FIST

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 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

00

00

00

 INSPIRE CE Any Other (specify)

00

00

00

00

3.10 Revenue generated through consultancy

 3.11 No. of conferences Organized by the Institution:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Level | International | National | State | University | College |
| Number | 00 | 00 | 01 | 00 | 02 |
| Sponsoring agencies | 00 | 00 | S.P.P.U. | 00 | S.P.P.U. |

00

3.12 No. of faculty served as experts, chairpersons or resource persons

00

00

00

00

3.13 No. of collaborations International National Any other

00

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

00/-

72,000/-

 From funding agency From Management of University/College

72,000/-

 Total

 3.16 No. of patents received this year : Nil

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied | 00 |
| Granted | 00 |
| International | Applied | 00 |
| Granted | 00 |
| Commercialised | Applied | 00 |
| Granted | 00 |

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| 00 | 00 | 00 | 00 | 00 | 00 | 00 |

 Of the institute in the year : Nil

3.18 No. of faculty from the Institution

02

 who are Ph. D. Guides

 and students registered under them

00

00

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

00

00

00

 JRF SRF Project Fellows Any other

00

3.21 No. of students Participated in NSS events:

00

00

 University level State level

 National level International level

00

00

3.22 No. of students participated in NCC events:

00

00

 University level State level

 National level International level

00

00

3.23 No. of Awards won in NSS:

00

 University level State level

00

 National level International level

00

00

3.24 No. of Awards won in NCC:

 University level State level

00

00

 National level International level

00

00

3.25 No. of Extension activities organized

07

02

 University forum College forum

00

00

00

 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social         Responsibility

* The institute organised a cultural program on the auspicious day of Makar Sankranti at Anath Hindu Mahilashram, Narayanpeth. This activity was purposefully planned as to make interaction between students and the orphans, and to make understand the students understand their responsibility towards society.
* The girl students visited at Ruiya School for special children, Pune, on the festival of Rakhi Paurnima. Rakhi is a bond of love and security between a brother and a sister. This activity created a bond between our girl students and the most depressed and deprived class of the society.
* Excursion trips were organised to Raja Kelkar Museum, Tarangan at New English School, and Aga Khan Palace. In this trip we tried to increase students’ interest in History and awareness about environment.
* The institution organised Plastic free Campus drive on 13/2/2016.
* Students from various classes worked as a “Police Mitra” at the time of Ganesh Festival.
* A film festival called “Nirbhaya” organised with a social institution Lokayat.
* A book exhibition and a lecture organised on reading culture on the occasion of “vachan prerana divas”.

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities | Existing | Newly created | Source of Fund | Total |
| Campus area | 41800sq.ft. | 00 | 00 | 41800sq.ft. |
| Class rooms | 17 | 00 | 00 | 17 |
| Computer Lab | 01 | 00 | 00 | 01 |
| Seminar Halls | 01 | 00 | 00 | 01 |
| No. of important equipments purchased (≥1-0 lakh) during the current year.  | -- | 00 | 00 | -- |
| Value of the equipment purchased during the year (Rs. in Lakhs) | -- | 00 | 00 | 00 |
| Others | 00 | 00 | 00 | 00 |

4.2 Computerization of administration and library

* All the activities of the administration are computerized. The library functions are done manually. Only one computer is made available in the library.

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Existing** | **Newly added** | **Total** |
| **No.** | **Value** | **No.** | **Value** | **No.** | **Value** |
| Text and reference Books | 6349 | 8,38,908 | 279 | 79,264 | 6628 | 9,18,172 |
| e-Books | 00 | 00 | 00 | 00 | 00 | 00 |
| Journals | 26 | 21,455/- | 27 | 20,900/- | 27 | 20,900/- |
| e-Journals | 00 | 00 | 00 | 00 | 00 | 00 |
| Digital Database | 00 | 00 | 00 | 00 | 00 | 00 |
| CD & Video | 00 | 00 | 00 | 00 | 00 | 00 |
| Others (specify) | 121 | 36,612/- | 104 | 33,778/- | 225 | 70,390/- |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Lab | Internet connections | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 31 | 20 | 05 | -- | -- | 07 | 01 | 03 |
| Added | 00 | -- | 01 | -- | -- | 00 | -- | 00 |
| Total | 31 | 20 | 06 | -- | -- | 07 | 01 | 03 |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

 upgradation (Networking, e-Governance etc.)

* The institution has his own computer lab and training about ICT, Tally, and syllabus related activities are taken place in to it. No other program for technology up gradation is conducted.

4.6 Amount spent on maintenance in lakhs:

80,297/-

 i) ICT

1, 97,918/-

 ii) Campus Infrastructure and facilities

38,023/-

 iii) Equipments

00

 iv) Others

 **Total:**

3, 16,238/-

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

* The IQAC encourage the students’ welfare committee and the SWO for the preparation of the different activities like personality development program, special guidance scheme and many other to be conducted for students support funded by the university. The institution is successfully running Earn and Learn Scheme for the needy students.

5.2 Efforts made by the institution for tracking the progression

* There is no particular system for tracking the progression, but some of the teachers voluntarily accept mentorship of students, their one to one contacts and the performance in the examination help the institution to track the progression of students.

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 686 | 63 | 00 | 00 |

5.3 (a) Total Number of students

 (b) No. of students outside the state

00

00

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 565 | 75.43 |

|  |  |
| --- | --- |
| No | % |
| 184 | 24.57 |

 Men Women

|  |  |
| --- | --- |
| Last Year  | This Year  |
| General | SC | ST | OBC | NT | SBC | Physically challenged | Total | General | SC | ST | OBC | NT | SBC | Physically challenged | Total |
| 354 | 119 | 08 | 224 | 77 | 30 | 01 | 813 | 349 | 127 | 16 | 172 | 59 | 26 | 00 | 749 |

Demand ratio 100% Dropout 9.81%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

* No such mechanism is available in the institute. But some teachers personally guide to the students who are interested in preparation of competitive exams

Not Available

 No. of students beneficiaries

5.5 No. of students qualified in these examinations

00

00

00

00

 NET SET/SLET GATE CAT

 IAS/IPS etc State PSC UPSC Others

00101

00

00

00

5.6 Details of student counselling and career guidance

* The institution provides all above counseling services to its students. The teacher- student one to one interaction and good rapport between them made the environment student friendly. Every teacher provides counseling to students in their personal capacity. Teachers are always available to the students for the counseling. Prof. Jaya Badi of Psychology department particularly deals with the psychological issues, Prof. Manjusha Joshi provide career counseling and soft skill development.

Not available

 No. of students benefitted

5.7 Details of campus placement

|  |  |
| --- | --- |
| ***On campus*** | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 00 | 00 | 00 | 00 |

5.8 Details of gender sensitization programmes: -

       A joint activity of a film festival called “NIRBHAYA” was arranged on 04/09/2015, with a         social institution Lokayat. 53 students participated in this activity.

**5.9 Students Activities**

 5.9.1 No. of students participated in Sports, Games and other events

00

00

00

06

00

00

 State/ University level National level International level

 No. of students participated in cultural events

 State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

00

00

00

 Sports : State/ University level National level International level

00

00

00

 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of students | Amount |
| Financial support from institution  | 06 | 25,074/- |
| Financial support from government | 27 | In process |
| Financial support from other sources | 09 | 70,000/- |
| Number of students who received International/ National recognitions | 00 | 00/- |

5.11 Student organised / initiatives

00

00

00

Fairs : State/ University level National level International level

00

00

00

Exhibition: State/ University level National level International level

05

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed : **No such grievances registered**

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

* Vision of the college-Empowerment of working and disadvantaged students by imparting education at night and providing opportunities of career and personality development
* To bring higher education within the reach of average, disadvantaged and working students.
* To work on students overall personality development by motivating them into participation in various co-curricular, extracurricular and extension activates.
* Mission of the college- An institute dedicated to spreading the light of education by night.

6.2 Does the Institution has a management Information System

**Administrative procedure:**

* Use of tally for accounts.
* Daily cash book, personally checked by the Principal.
* Time to time administrative meetings.
* Periodic meetings of various committees regarding examination, syllabi, curricular and co-curricular activities, excursion and so on.

**Evaluation and examination procedures:**

* Existence of full-fledged examination committee and updated maintenance of concerned records. Appointment of chief examination officer.
* Periodic meetings of examination committee.
* In-house central assessment program for quickest feedback on evaluation.
* Critical manual correction of border cases before declaration of results.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

* Participation of the teachers in the workshops of various subjects revision and restructurization.

6.3.2 Teaching and Learning

* Academic calendar is prepared every year.
* Every teacher makes the annual teaching plan and work accordingly with the same.
* Teachers conduct the lectures so regularly that at the time of leave, alternative arrangements are made so that not a single lectures time will be wasted. Home assignments and class tests are conducted regularly.
* Students are encouraged to write for the college magazine as well for the wall magazine.
* After conclusion of every term, the Principal takes a feedback from the staff about the details of the teaching at the term end meeting.

6.3.3 Examination and Evaluation

6.3.3 Examination and Evaluation

* The evaluation methods are governed by the rules and regulation of the university. A separate college exam officer is appointed as per the directions of the university. He plans and implements all the examination and evaluation work. The institute conducts midterm and annual examination as per the college and university schedule.
* Bar coding, photocopy, etc. reforms are made by the affiliated university from last year and the institution has adopted the same.
* The first year students are not aware about the university exam pattern and the system of evaluation. At the beginning of the academic year, on the occasion of Principal address, the college exam officer gives detail information about it to all these students and explains the evaluation process and the eligibility conditions required to appear for internal exam as well as for external exam, similarly subject teachers also explain the same in their class.
* To improve results the students are assigned to home assignments, class tests.
* Commencement dates of Re term end examination, College Term end examination, university exams, programmes of oral- practical examinations Etc. are displayed on the notice board well in advance.
* As per the rules and regulations FYB.com/ BA classes evaluation is done meticulously by the college teacher.

6.3.4 Research and Development

* The management and institute encourage and motivate the teachers for Research, by undertaking minor projects from the BCUD, University of Pune and also by motivating them for the registration of M.Phil. and Ph.D.
* The IQAC and the research committee prepare proposals to the University for the Organization of seminars, conferences and workshops.
* The teachers are always encouraged for publishing research papers in the various publications, participation in conferences, workshops, and seminars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

* A well equipped library with recent research journals, reading hall, computer lab with internet facility and L.C.D. projector is made available to the faculty and students. However no major research facilities are developed and provided to faculty as there is no Research centre in the college. Now we have received the recognition of 2 (f) and 12( B) by the U.G.C. and trying to avail these facilities available earliest in the institution.

6.3.6 Human Resource Management

* The institution strives to develop students by variety of activities like students welfare scheme, annual social gathering, Keshavsut Karandak - a state level poetry competition organized by the college, Gurupaurnima utsav, Teachers day, youth festival at the time of Swami Vivekanand Jayanti, Rakhi Paurnima and Maker Sankranti celebration at various orphanages or other social institutions, study tours, and so on.

6.3.7 Faculty and Staff recruitment

* The recruitment of the faculty and non teaching staff is done on the basis of the type of post created, strictly following the rules and regulations laid down by the Government, affiliated university and the U.G.C.
* The temporary teaching and non teaching staff for unaided courses is recruited on yearly basis.

6.3.8 Industry Interaction / Collaboration

* Being a night college and being a small unit, running for earning students it is not possible to conduct such activity in the college.
* The students are encouraged to visit such industries at the time of their practical/project works.

6.3.9 Admission of Students

* Admission procedure is followed according to rules and regulations of University of Pune, and the Government.
* Our college is established for the deprived and working class of the society; hence we give admission on first come first basis. There is No merit list system followed by us.

 6.4 Welfare schemes for

|  |  |
| --- | --- |
| Teaching |  -- |
| Non teaching | -- |
| Students | Earn and learn scheme,The college pays the fees of the meritorious but poor students coming from our junior college wing. |

We are the part and parcel of the Saraswati Mandir Sanstha, hence we are not permitted to create corpus fund separately.

6.5 Total corpus fund generated

√

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

|  |  |  |
| --- | --- | --- |
| Audit Type | External | Internal |
| Yes/No | Agency | Yes/No | Authority |
| Academic | No | No | No | No |
| Administrative | No | No | No | No |

6.8 Does the University/ Autonomous College declare results within 30 days?

√

 For UG Programmes Yes No

√

 For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?          N.A.

6.11 Activities and support from the Alumni Association - Nil

6.12 Activities and support from the Parent – Teacher Association - Nil

6.13 Development programmes for support staff - Nil

6.14 Initiatives taken by the institution to make the campus eco-friendly -

          A drive for Plastic free campus on 13/02/2016

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the

 functioning of the institution. Give details.

The institute consistently engages in following practices:

* Keshavsut karandak state level poetry competition and workshop on poetry.
* Earn and learn scheme.
* Number of students and teachers are encouraged to participate in seminars, workshops, conferences and other extra curricular activities.
* Gurupaurnima celebration. Visit to Orphanage, and other social institutions.
* Regular meetings of L.M.C. are taken as and when required and as per the university guidelines.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the          year

* Field trips were organised at kelkar museum, Tarangan at NES, and Aga Khan Palace.
* Under compulsory medical examination of fresh students’ scheme, a medical check up of all first year students conducted.
* A Physical education course started at first year level as per the SPPU notification.
* The institution organised 03 workshops in this academic year.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

* Dept. of Marathi and Students welfare committee organizes a state level “Keshavsut Karandak” poetry competition for student- poets. This is the only state level competition organised by some college to develop students’ poetic and literary creativity. Participant student poets meet well-known Marathi poets and seek guidance from them. With the poetry competition the institute also organises a workshop on poetry. Till the year well-known poets like Mangesh Padgaonkar, F.M.Shinde, Sandeep Khare, Dr. Anand Yadav, Uttam Kamble, Ilahi Jamadar, Vijay Kuwalekar, and many more have guided the participants from all over Maharashtra. From its fifth year the University of Pune also appreciated this activity and since 2010 the institution is receiving fund from university to organise the activity.
* The college has adopted a number of practices, which have enabled it to achieve a measure of success in spite of its financial and other constraints. Practices like decentralization of work, unitization of syllabus, preparing an academic calendar at the beginning of an academic year, staff academy, annual social gathering, Celebration of Teachers day by giving students an opportunity to run the college, visit to orphanage and various social working institutions on festivals, etc.

 ***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

* The environmental awareness course is run by the institution for its second year undergraduate students, To complete this course with minimum C grade is mandatory for students, by the university notification , for this, the institute arranges a series of 40 lectures in which students are trained about environment awareness/ protection by the expert staff.
* An excursion trip is organised every year to various places to create environmental awareness among students.

√

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**SWOT Analysis:-**

**Our Strength:**

* Educational mission and its accomplishment
* Committed faculty and staff
* Students: their strengths, will for education
* Centrally located
* High adoptability
* Welfare schemes for students
* Will to develop

**Our weakness:-**

* Dearth of infrastructural facilities

**Opportunities:-**

* Increase in number of students willing to take education by night
* To start short term certificate courses in commerce and arts faculty

**Threats:-**

* Challenge of professional courses to traditional courses
* Increasing number of institutions providing education by night
* Restrictions for the implementation of the professional courses by night

8.Plans of institution for next year:

* To try to get minor and major projects sanctioned by the UGC.
* To try to generate energy supply through the non traditional energy generation sources like the solar panel system.
* To buy equipments like generator, printers, and add computers in the lab.
* To try to get sanctioned the proposals for seminars and conferences under quality improvement scheme of the university.

Name : Smt. Manjusha Joshi Name:- Shri. Shriram Deshmukh

Signature of the Coordinator, IQAC I/C Principal

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